



EASTERN DISTRICT OF WASHINGTON U.S. PROBATION/PRETRIAL SERVICES OFFICE

**VACANCY ANNOUNCEMENT
WAEP 2013-03**

U.S. PROBATION/PRETRIAL SERVICES OFFICER ASSISTANT (POA)

OPENING DATE: May 1, 2013

CLOSING DATE: May 24, 2013

VACANCY LOCATION: Spokane, WA

COURT PERSONNEL SYSTEM CLASSIFICATION LEVEL: CL 25 (\$39,522 to \$63,290)

The U.S. Probation/Pretrial Services Office is currently accepting applications for a U.S. probation/pretrial services officer assistant (POA).

The U.S. probation officer assistant (POA) serves in a judiciary law enforcement position under the direction and guidance of a supervising U.S. probation officer. The incumbent provides technical and administrative support to probation/pretrial services officers in a wide range of areas, including assisting with compiling information for investigations; assisting with supervision of low-risk defendants and/or offenders; coordinating with collateral agencies, drafting reports and correspondence; and related duties. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the vision and mission of the district. Limited travel is required.

REPRESENTATIVE DUTIES

- ◆ Under the guidance of a probation officer, supervises a low-risk caseload of defendants and/or offenders, which requires contact by telephone, in the office, and in the field. Maintains case files and detailed chronological records of activity on pretrial and post supervision cases. Investigates employment, sources of income, lifestyle, and associates, to assess risk and determine compliance.
- ◆ Assists officers with investigations for prerelease/furlough, presentences, and pretrial services reports; which may include compiling criminal histories and profiles, running records checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provides officers with accurate and factual information to assist in the completion of their reports.
- ◆ Reports defendant's/offender's substance abuse, mental health, domestic violence, and similar problems to supervising officer so that necessary treatment or violation proceedings can be addressed with the Court. Observes and reports to supervising officer on the lifestyle, personal problems, and needs of defendants/offenders.
- ◆ Under the guidance of a probation officer, responds to judicial officers' requests for information and may occasionally testify in court, accompanied by a probation officer, regarding the basis for factual findings and, if applicable, guideline applications.
- ◆ Collects and conducts urine screens on defendants/offenders of the same gender and maintains chain of custody records.
- ◆ Conducts collateral investigations and drafts and submits collateral reports, which may entail making telephone, office, and/or field contacts. Performs record keeping.
- ◆ Operates various criminal justice, law enforcement, and probation automated systems.
- ◆ Complies with established training and safety standards and participates in appropriate training programs.
- ◆ Performs other appropriate duties as assigned.

QUALIFICATIONS and EXPERIENCE

Minimum Education/Experience: To qualify, an applicant must be a high school graduate or equivalent with 2 years of general experience, and at least 2 years of specialized experience in a related field. Specialized experience includes progressively responsible experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws, and involve the routine use of specialized terminology and automated software for word processing, data entry or report generation.

Strongly Preferred Qualifications: At least two years of specialized experience in a related field, and a bachelor's degree in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. General knowledge of the criminal justice system, knowledge of the practices and procedures used in probation/pretrial services, and relationships among the U.S. Courts, U.S. Parole Commission, Federal Bureau of Prisons, U.S. Attorney's Office, Federal Defenders Office, and other organizations. Excellent computer knowledge, with experience in the Windows operating environment and WordPerfect knowledge, with ability to produce a high volume of material accurately. Knowledge of automated systems used for conducting background checks. Excellent oral and written communication ability with a diverse range of individuals. Ability to organize, oversee, and complete multiple projects simultaneously. Detail oriented with strong organizational skills. Dependable with commitment to regular attendance and the ability to work beyond traditional office hours, if needed. Limited travel is expected, and possession of a valid driver's license is required.

MAXIMUM ENTRY AGE

U.S. probation officer assistants participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). The incumbent is subject to mandatory retirement at age 57 with 20 years of Federal law enforcement service.

First-time appointees to positions covered under the law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Federal Employees Retirement System and who have had either a subsequent break in service or intervening service in a non-law enforcement officer position, may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

MEDICAL/PHYSICAL REQUIREMENTS

The duties of probation and pretrial services officers and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of offenders, these duties require moderate to arduous physical exercise, including self-defense tactics. On a daily basis, U.S. probation officers and officer assistants face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected and/or convicted of committing Federal offenses.

Because officers and officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers and officer assistants must possess, with or without corrective lenses, good distance vision in at least one eye and have the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disease, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities. Medical guidelines are available for review at <http://www.uscourts.gov>.

BENEFITS

Employees of the U.S. Probation Office are Judicial branch employees under the United States Courts. Judiciary employees serve under an “excepted appointment,” and are considered “at-will” employees. Probation/pretrial services officer assistants participate in the Federal Law Enforcement Hazardous Duty Retirement program. Employees of the U.S. Probation Office are eligible for a full range of benefits to include: retirement, health and life insurance, flexible benefits, long-term care insurance, long-term disability insurance, 13 to 26 days of annual leave per annum, based on years of service, as well as 13 days of sick leave per year. Employees contribute to a tax-deferred Thrift Savings Plan (similar to a 401K plan), and have 10 paid federal holidays per year. Creditable time in service in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits. This position is subject to mandatory electronic funds transfer (direct deposit) participation of salary payments.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. The final candidate will undergo fingerprinting, a law enforcement records check and a financial credit check. Prior to appointment, the selectee considered for the position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally pending a favorable background investigation suitability determination by the Court. Unsatisfactory results may result in termination of employment.

Additionally, as conditions of employment, the incumbent will be subject to random drug screening and background re-investigations every 5 years. Employees of the U.S. Probation/Pretrial Services Office are required to adhere to the *Code of Conduct for Judicial Employees*.

Employees of the U.S. Probation/Pretrial Services Office are covered by the Court Personnel Classification System, and direct deposit is required for salary payment for all employees.

APPLICATION PROCESS

To be considered for this position, applicants must submit the following:

1. Cover letter of interest, to include current salary, relevant education, experience, skills and abilities;
2. AO 78, Application for Judicial Branch Federal Employment, (download at www.waed.uscourts.gov or <http://www.uscourts.gov/FormsAndFees.aspx>)
3. Copy of “unofficial” college transcript, if applicable;
4. Copy of most recent performance evaluation, if unavailable, explain in cover letter.

Applicants must submit all the documents to be considered for this position. Incomplete applications will not be returned and will disqualify the applicant. Application materials should be marked “confidential,” and postmarked no later than May 24, 2013, and mailed to:

U.S. PROBATION/PRETRIAL SERVICES OFFICE
ATT: HUMAN RESOURCES
P.O. BOX 306
SPOKANE, WA 99210-0306

This vacancy announcement and the AO-78 application form may be downloaded at www.waed.uscourts.gov. Due to the volume of applications expected, the U.S. Probation Office will only correspond with those individuals selected for testing and interview. Reference checks will be conducted on top candidates. For additional inquiry, please contact Nancy Wideman, HR specialist, at (509) 742-6317. The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.